



Trinity ELCA Lutheran Church, a Reconciling in Christ congregation that has declared its commitment to respect, care for, and include all people, has a job opening for a Music Coordinator.

### **MUSIC COORDINATOR**

The Music Coordinator is part-time, salaried position requiring approximately 15 hours per week.

COMPENSATION: \$15,600.00 (*commensurate to fulfilling job expectations*)

REPORTS TO: Congregation Council and parish Pastor(s)

### **JOB FUNCTION**

The Music Coordinator is vital and essential to Trinity's commitment to carry out God's mission. This person is responsible for building and nurturing both spiritually and musically teams of musicians to lead music for worship. Music and leadership provided in accordance with Trinity's Welcome Statement (*see next page*). This person is required to ensure all music portions are in order for the 4:00pm Saturday traditional worship services. Additionally, they will be responsible for coordinating, conducting and accompanying the music pieces for the 9:30am Sunday Created to Praise (CTP) contemporary worship services. This requires them to be at Trinity on Sunday mornings from at least 8:30am to 10:45am for rehearsal with singers and the 9:30am service.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Schedule cantors, CTP singers, percussionists.
- Monthly service planning with pastors.
- Create music lists for organists, singers, and the office for communications.
- Prepare and provide copies of all service music, and audio files to scheduled singers.
- Conduct rehearsals for scheduled singers.
- Maintain and update licensing information.
- Continue to seek out new service music from various sources.

### **COMPETENCIES**

- A passion for communicating the gospel to all ages through music.
- Skilled at project management.
- Excellent organizational and communication skills.
- Must be flexible, adaptable, and accommodating.
- Collaboration skills.

### **SKILLS REQUIREMENTS**

- Keyboard Proficiency.
- Strong interpersonal skills.
- Excellent oral and written communication skills.
- Computer skills with a working knowledge of music transposing and editing software
  - or a willingness to learn them.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Experience in music direction.
- Demonstrate the ability to lead, direct, and inspire others.

Send resume to the attention of: Ministry Support Team, [trinity@trinitywestbend.com](mailto:trinity@trinitywestbend.com)

# OUR *Welcome* IS WIDE OPEN

Skeptic. Cynic. Certain. Believer. Confident.

Fearful. Doubter. Seeker. Questioner.

Latino. Black. Asian. White. Indigenous.

Immigrant. Any combination of ethnic or racial identities. Female. Male. Straight. Gay.

Bisexual. Transgender. Questioning. Rich. Poor.

Middle-class. Barely making it. Able bodied.

Specially abled. Disabled. Young. Old. In-between.

Married. Single. Divorced. Awaiting trial.

Served time. On probation. Tired. Worn. Hopeful.

Employed. Unemployed. Workaholic. Slacker.

Anxious. Depressed. Confused. Centered. Inked.

Pierced. Both. Life long follower of Jesus.

Regular attendee. Occasional attendee.

Curious onlooker. Don't quite fit the box.

Need a prayer right now. **Trinity is a faith**

**community where we believe in God's love,**

**grace and mercy—illustrated most clearly**

**through Jesus Christ. We believe we are all**

**children of God, created in God's image and**

**equal in God's sight. We believe God loves us**

**just as we are and way too much to let us stay this way.**

**We are called to live in God's light and be transformed,**

**not through judgment but through unconditional love.**

**We believe God's love is all-inclusive and is stronger**

**than the pressure to be perfect regardless of whatever**

**labels we carry. Saint. Sinner. Democrat. Republican.**

**Independent. Libertarian. Green. Socialist. Apolitical. Addicted.**

**Recovering. We don't care what religion or denomination you are.**

**We are all Human. We are all Flawed. We are all Beloved.**

**—You are welcome here.**

## COME *as you are.*

